

## General Instructions for NAACCR Data File Submissions

### NAACCR 2010 Call for Data Deadline: **December 1, 2009**

**For questions about the NAACCR Call for Data, contact:**

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**For technical questions about sending the data file, contact:**

Andy Lake  
Information Management Services, Inc. (IMS)  
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**Location of all Call for Data Materials:**

To find the forms and instructions, go to [www.naaccr.org](http://www.naaccr.org), Cancer Research, Annual Call for Data Materials or click on the link below.

[http://www.naaccr.org/index.asp?Col\\_SectionKey=11&Col\\_ContentID=447](http://www.naaccr.org/index.asp?Col_SectionKey=11&Col_ContentID=447)

Please read all the enclosed materials carefully. If you decide to participate in the Call for Data and/or Registry Certification, complete forms on the NAACCR website, and if you cannot submit an electronic signature, please fax those requiring a signature to Jim Hofferkamp.

The tasks for data submission follow. If you are submitting data only for Registry Certification, steps 5, 6, 8 and 13.

- 1. Submit one data file of all reportable cancer incidence cases by December 1, 2009 for residents of your coverage area, who were diagnosed from 1995 through 2007.**  
The Definition of Requested Incidence Data for all uses and for a submission for Registry Certification only are available on the NAACCR website.
- 2. Data submitted must adhere to the NAACCR standard definitions and codes.**  
All cases as defined in the document *Data Selection Criteria Based on Case Reportability* for each diagnostic year should be included on the file, regardless of whether they are reportable in only some of the years due to changes in ICD-O versions. A table summarizing case reportability by year is available in the Call for Data section on the NAACCR website.
- 3. Data must be submitted in NAACCR Record Layout, Version 11.3. Refer to the *Standards for Cancer Registries Volume II, version 11.3* for the record description.**  
Documentation of this file layout is available on the NAACCR Web site at the link below:

[http://www.naaccr.org/index.asp?Col\\_SectionKey=7&Col\\_ContentID=133](http://www.naaccr.org/index.asp?Col_SectionKey=7&Col_ContentID=133)

**4. Perform the Duplicate Assessment Protocol on 2007 cases for Registry Certification and on 1995 through 2007 cases for CINA.**

This protocol must be done if you want your data to be certified or included in any use requiring high quality data assessments. Instructions for performing this step are on the NAACCR website.

**IMPORTANT:** If you are submitting for both CINA and Registry Certification, you must conduct the duplicate protocol two times: once, on the 1995-2007 cases and the second time, on 2007 cases only. If you are not submitting all years, 1995-2007, for CINA, perform the protocol on ALL the data years you are submitting.

**5. We request that U.S. registries run the NAACCR Hispanic Identification Algorithm, version 2.2 (NHIA v2.2) and the NAACCR Asian Pacific Islander Identification Algorithm, version 1.2 (NAPIIA v1.2) on all cases submitted.**

The two algorithms are combined into one SAS program, called NHAPIIA, for your convenience. Instructions for applying these algorithms are available on the NAACCR website. **In running the NHIA algorithm, we strongly recommend that registries choose option 1, which limits the Spanish surname portion of the algorithm to cases coded as surname only (item 190=7) or unknown whether Hispanic (item 190=9) in counties that are less than 5% Hispanic.** Please submit the NHIA/NAPIIA Verification Form. If your registry software incorporates NHIA/NAPIIA, please specify the version on the Verification Form (earlier versions are acceptable). For the 2010 data call, the output for NAPIIA should be placed in the field for NAACCR item 193 within the NAACCR exchange format version 11.3.

**6. In the U.S., if your state law prohibits submitting county information to NAACCR, please run the 1993 and 2003 Rural Urban Continuum Program and append the urban-rural indicator to each case record.**

The program is available on the NAACCR website.

**7. Run the edit set appropriate for your submission.**

Type of Submission/Type Registry	Edit Set
Certification only/All	NAACCR Certification Edits
Certification & CINA/NPCR	NPCR/NAACCR Coordinated Core Edits
Certification & CINA/SEER (non-NPCR)	NAACCR CINA Edits
Certification & CINA/Canadian	NAACCR CINA EDITS - Canadian

Edit sets can be downloaded from the NAACCR website with instructions for running the EDITS and Gen EDITS Plus programs. To be included in any use of the data, you must resolve every error and report the number of errors that could not be resolved and remain on the submitted file (use the EDITS Form). The edit sets are based on the 11.3A version EDITS metafile release.

The edit sets use NAACCR standards definitions and are based on submission of all requested data items. **WARNING!** If you choose not to submit a data item, you may get errors because of blank fields. If you like, you can turn these edits off. Be aware, however, that we run EDITS on the files and use our results to determine Registry Certification status and fitness of the data for the various uses. If the specific use of the file requires a variable to be present, then the variable must be 100% error-free.

Fax the summary report from the final run of the EDITS Software to Jim Hofferkamp. Please be sure that the numbers line up directly below the column headings (Errors, and Skipped).

**IMPORTANT REMINDER:** NPCR registries submitting to NAACCR as part of the Coordinated Call for Data can create a NAACCR submission file from their NPCR file. If the NAACCR subset file was created correctly and passed all NPCR/NAACCR Coordinated Core Edits, the NAACCR file should be error free. However, to ensure that the NAACCR file was created correctly, registries may find it beneficial to run the NAACCR CINA Edits or the NAACCR Certification Edits on the file they prepare for NAACCR submission. No edits are included in any edit set for the Great Circle Distance variable.

**8. Run the Inter-record EDITS Utility.**

This application must be run *after* running the intra-record edits described above. Please resolve all errors and report the number of errors that could not be resolved and remain on the submitted file (use the Inter-record EDITSs Form).

**9. Create Your Data File.**

Create *one* data file for your NAACCR submission. The file should be labeled using the naming convention of

ss9507v113.dat

where ss is the two letter postal code for your registry followed by the years of data submitted, followed by the NAACCR version layout. For example, Montana submitting data in NAACCR version 11.3 for the years 1995-2007 would create a file named mt9507v113.dat. The file should have a logical record length, or lrecl, of 1,946 bytes.

**10. Compress Your Data File**

Compress the data file with WinZip, PKZip, or Gzip. Gzip is the preferred method for compression. Gzip executables for Microsoft Windows and other operating systems are available at <http://www.gzip.org/#exe>.

**11. Transmit Your Data File**

The preferred method to transmit data to IMS is through the internet using a secure, 128-bit, encrypted link (<https://www.naacccr-cina.org>). If you do not recall your login information, click on the “forgot your password?” link on the home page. If you have an updated e-mail address from last year and don’t recall your password, or have never submitted data, please contact Andy Lake at (301) 984-3445 or via e-mail at lakea@imsweb.com to have a password assigned. Be sure to include Registry name.

IMS can also retrieve data from your registry’s FTP site using an Internet access. Contact Andy Lake to make the arrangements. You may also mail your file on a CD to Andy Lake using the mailing address information on page 1 of the “General Instructions for NAACCR Data File Submissions.”

**12. Please complete all the forms on the NAACCR website for your registry’s data submission by December 1, 2009.**

The submission forms can be found at <http://www.naacccr.org/cinacall/login.asp>. The password is located on the Call for Data message the Registry Main Contact received by e-mail. A

submission is only completed when the submit button is pressed. Only one electronic submission per form is allowed. If at a later point you want to revise the information submitted, you must fax a copy of the form to NAACCR and indicate which field(s) need to be changed. We will make the changes.

**13. Review, sign, and fax the NAACCR 2010 Call for Data Assurances Agreement.**

The agreement is available on the NAACCR website and should be sent to Jim Hofferkamp by December 1, 2009. Please note that there are five separate consents in Appendix A of the Agreement. There is the agreement to be included in CINA which must be signed and returned to NAACCR if your registry data is to be included within the CINA publication and/or data sets. There are also two active consents for secondary use of the submitted data and two passive consents for secondary use.

**14. Checklist of materials requiring hard copy submission.**

Remember to fax the necessary forms listed below to NAACCR, as appropriate. Signed forms and edit summary pages must be sent to Jim Hofferkamp at fax number (217) 698-0188

NAACCR, Inc Call for Data Assurances Agreement

*Receipt of form authorizing use is required for inclusion in CINA*

ACS Facts and Figures [US Only] – Active Consent for Secondary Use

*Receipt of form authorizing use is required for inclusion in this secondary use*

NCI Delay Adjustment – Passive Consent for Secondary Use

*Receipt of form not authorizing use is required for exclusion from secondary use*

Provincial Canada Profiles [Canada Only] – Passive Consent for Secondary Use

*Receipt of form not authorizing use is required for exclusion from secondary use*

Inclusion of Sub-Provincial Data in Prov. Cancer Profiles [Canada Only] – Active Consent for Secondary Use

*Receipt of form authorizing use is required for inclusion in this secondary use*

EDITS Software Summary Report

Inter-record Edit Summary Report

**15. Review and update, if necessary, the Registry Data Access Information for your registry between November 1 and December 1, 2010.**

An electronic form will be made available on the NAACCR call for data Website that will allow you to review and update information on your registry. You will be notified when this link is active on the call for data Web page.